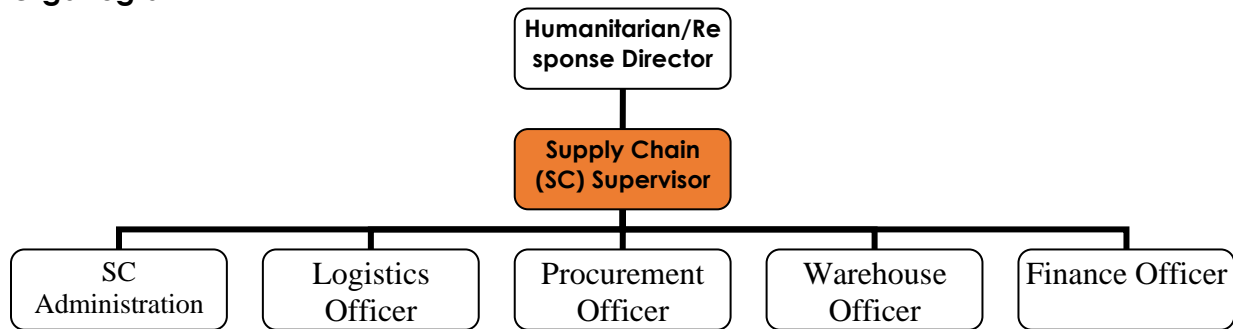


CARE SC Hub – Gaza Response POSITION DESCRIPTION

Organogram



Position title: Supply Chain (SC) Supervisor

CARE Core Values Commitment:

The core Values Commitment describes who we are, what we do, and how we do it. It reflects our core values of LEARNING, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE, which serve as a foundation for all what we do. The core Values Commitment articulates our shared expectations of each other including our board, staff, volunteers, interns, partners, and contractors globally.

Project summary:

The Supply Chain hub has been established to support the emergency response to the conflict escalation in Gaza strip. The main purpose of this project is to lead and facilitate provision of life saving assistance to those affected by conflict. The Supply Chain Hub hosted by CARE Egypt will be responsible for procurement and transport of humanitarian goods to support CARE Palestine's Gaza Crisis, in line with CARE's WBG Response Plan. All procurement passing through the supply chain hub will be in line with the CARE Gaza Response Plan and various donor and CARE Policy compliance. Prioritization of items will be based on current humanitarian needs, and shipment and procurement will be approved by the Emergency Response Director. CARE Palestine and CARE Egypt will ensure close coordination and collaboration throughout the procurement, warehousing, and transport process in consultation with the relevant stakeholders such as the Egyptian Red Crescent (ERC), UN OCHA, LogCluster, etc.

Role Profile:

The Supply Chain Supervisor is responsible for supporting improvements and providing management in all logistics and procurement functions including Procurement, warehouse, logistics and fleet, assets, budget management and communications in coordination with her/his team, CARE Egypt and CARE Palestine team and several partners. A key component of this role will be to ensure delivery of the required emergency response to the recent Gaza crisis from Egypt in compliance with various donor rules, local laws in coordination with various humanitarian actors as well as to improve the understanding of the programmes team on SC policies and procedures.

Responsibilities and tasks

1. Overall emergency response SC strategic leadership

- Provide strategic planning and technical support for future initiatives to increase the in-country logistic and procurement capacity and support to the programs.
- Motivated, hands on and detail solution oriented who will be able to resolve operational critical challenges proactively and as they arise.
- Contributes to ensuring that CARE's commitment to improving quality and accountability in humanitarian work, and endeavours to implement sustainable systems and transfer knowledge and skills to existing staff.
- Establishing a robust and effective Supply Chain function that can play a key role in ensuring effective system to support the humanitarian response operation from Egypt and beyond as needed into Gaza.
- Monitor the SC hub operating budget in consultation with the finance officer and Humanitarian Director
- Ensure SC Hub Staff performance and take the necessary measure to ensure effective humanitarian response at speed and scale.
- Monitor completion of all the required service requests and other template are completed and submitted to partners timely.
- Keep the Emergency response team informed and updated on the overall operational status (Need assessment, Procurement, Warehouse, transportation, etc)

2. Needs and resources assessment.

- Determine needs and formulate programme response requirements in close coordination with Program staff.
- Contribute to the design and define the operational programme support needs and establish an intervention strategy.
- Ensure the necessary resources are available to the SC hub staff to enable the hub to deliver the expected deliverables satisfactorily.

3. Procurement management

- Ensure compliance with CARE Procurement policy and procedures established.
- Proactively implement emergency procurement procedure to the existing response based on HWG declaration of emergency.
- Establish rapid procurement processes appropriate to the emergency situation to ensure the organisation has the resources needed to meet identified needs.
- Coordinate and consolidate procurement plans to design a strategic sourcing to achieve economies of scale, Identify the right sources of goods and services required, and the way in which they will be acquired given the complexity of the operating context.
- Ensure pre-qualification suppliers based on procurement plan and consistent evaluation of suppliers' performance to maintain the best performing suppliers.
- Ensure all procurement documentation are in place for various donors and government audits and other reference purposes.

4. Transport and customs

- Put in place transport arrangements to ensure supplies reach the places they are needed.
- Develop a transport strategy that takes account of the different types of transport to get supplies from one place to another, as well as back-up options that facilitate the prompt and safe delivery of relief assistance.

- Coordinate with the right partners to ensure movement of relief supplies from various destinations.
- For imported goods, manage customs processes to ensure CARE is able to access the goods in a timely and cost-effective manner.

5. Warehousing and storage

- Make arrangements for warehousing and storage to protect supplies and ensure accountability through an organised system until they can be delivered to their ultimate recipient.
- Ensure appropriate storage of reserve supplies for future or unforeseen needs.
- Establish a warehouse management system and pertinent documentation to maintain acceptable warehouse standards, accountability and control.
- Train and capacitate WH staff on established system and requirements.
- Establish placement of the necessary storage safety and security system in place.
- Monitor the performance of staff based on relevant Key Performance Indicators (KPIs) established.

6. Distribution

- When circumstances allow, deliver the aid to the people affected by a disaster (or to partners entrusted with distribution of relief supplies) according to project/program plan through well-organised distribution systems that ensure aid is provided safely for both staff and program participants (formerly known as beneficiaries), accountable and properly controlled to prevent misuse or waste.

QUALIFICATIONS (KNOW HOW)

A) EDUCATION/TRAINING

Required:

- Bachelor's degree in relevant field (Business Administration, Supply Chain management, procurement / purchasing, humanitarian logistics) or other related fields.

Desired:

- CIPP certification or Other relevant Certification in Supply Chain management

B) EXPERIENCE

Required:

- Minimum 4 years' experience in a similar role dealing with humanitarian response in complex setting.
- Handy with ERM software (PeopleSoft, SAP, etc)

C) TECHNICAL SKILLS

Required:

- Proven language proficiency in written and spoken of English and Arabic.
- Excellent use of spreadsheets for data analytics and reporting

Desired:

- Driving license.

D) COMPETENCIES

Customer Focus - Internal & External; Functional technical skills; Approachability; Planning; Informing; Listening; Managing and Measuring Work; Negotiating; Written communication.

CONTACTS/KEY RELATIONSHIPS

The Supply Chain Supervisor is expected to establish and maintain Strategic, professional, and cordial relations with

- **Internal** (CARE Egypt, CARE Palestine West Bank and Gaza, RMU, CARE USA, etc)) and
- **External** partners and stakeholders (ERC, peer-INGOs, LogCluster, UN agencies, local government agencies, suppliers, etc).

WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

The incumbent is located in Cairo with frequent travel to field location within Egypt.

Incumbent's Signature: _____ Date: _____

Immediate Supervisor's Signature: _____ Date: _____

Next Level Supervisor Signature: _____ Date: _____